



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 130-6	Subject: INTERSTATE COMMISSION CLOSURE NOTICE
Reference: 46-23-1115, MCA	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 10/24/01; 03/06/04; 03/01/05; 04/22/08
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau will follow established procedures for providing a closing report when requested by a sending state or by the Montana Deputy Compact Administrator.

II. DEFINITIONS:

None.

III. PROCEDURES:

RESPONSIBILITY:

- Case Closure Notice* is submitted to the Montana (MT) Interstate Unit when a case is closed for the following reasons:
 - ♦ offender returns to the sentencing state
 - ♦ offender receives early release from court, DOC, or BOPP
 - ♦ offender completes supervision;
 - ♦ offender is deceased;
 - ♦ offender absconds; or
 - ♦ offender is incarcerated for 180 days or longer.P&P Officer
- Prior to an offender being allowed to **return to the sending state**, the supervising officer must submit a *Request For Reporting Instructions* to the MT Interstate Unit. The notice shall include the address of residence, phone number, name and relationship of the contact person and date of departure. The rule is intended for offenders with a valid need for return as opposed to those in violation or those who present supervision problems. P&P Officer
- Request for Reporting Instructions* is submitted to the sending state. MT Interstate Unit
- The *Notice of Departure*, *Case Closure Notice*, and *P&P 80-1 Travel Permit* (in accordance with *P&P 80-1 Travel Permits/In-State and Out of State*) are submitted to the MT Interstate Unit after the officer receives the reporting instructions. P&P Officer

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| 5. If a <i>Case Closure Notice</i> is submitted on an offender <u>who will be completing supervision</u> , it can be submitted 30 <u>days prior to the expiration date</u> . | P&P Officer |
| 6. If the <i>Case Closure Notice</i> is submitted on an <u>offender who has died</u> , it is submitted with proof of the offender's death such as the death certificate, obituary from a newspaper or a statement from a coroner. | P&P Officer |
| 7. If the offender is incarcerated for 180 days or longer <u>in the receiving state</u> , copies of the Judgment and Sentencing order are attached to the <i>Case Closure Notice</i> . The report must be submitted to the Interstate Unit as soon as available. | P&P Officer |
| 8. The MT Interstate Unit reviews and determines the reason for closing the case. One copy is forwarded to "sentencing state." | MT Interstate Unit |
| 9. Data entry closing the case is completed. | P&P Officer
MT Interstate Unit |

IV. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator or Deputy Compact Administrator.

Form

Interstate	Case Closure Notice
Interstate	Notice of Departure
Interstate	Progress Report
Interstate	Request for Reporting Instructions
P&P 80-1	Travel Permit